

**GOFFSTOWN SCHOOL DISTRICT
GOFFSTOWN SCHOOL BOARD MEETING
Goffstown High School – Library - 27 Wallace Road, Goffstown, NH 03045
Monday, October 24, 2016 – 7:00PM**

School Board Members: Dian McCarthy, Reta Chaffee, Steven Dutton, Dan Cloutier, Heather Trzepacz, Lorry Cloutier, Ginny McKinnon, Kristie Curtis, Jenelle O'Brien

Administration: Brian Balke, Superintendent, Ray Labore, Business Administrator

Call to Order: Dian McCarthy called the meeting to order at 7:01pm.

Public Comment: None

Approval of the October 17, 2016 School Board Meeting Minutes: Heather Trzepacz motioned the approval of the October 17, 2016 meeting minutes, seconded by Reta Chaffee. Vote: 6-0-3 (Dan Cloutier, Jenelle O'Brien, Kristie Curtis abstained) – Motion Passed

Approval of the October 19, 2016 School Board Meeting Minutes: Reta Chaffee motioned the approval of the October 19, 2016 meeting minutes, seconded by Heather Trzepacz. Vote: 6-0-3 (Steven Dutton, Jenelle O'Brien, Dan Cloutier abstained)– Motion Passed

Public Comment: None

Proposed 2017-2018 Budget Work Session: Ray Labore stated that the budget includes all items requested by the principals. The district is in a relatively good position moving forward even with the health insurance and retirement increases. The delta between the proposed budget and the default budget is \$169,003K which makes the proposed budget .43% over default. A total of \$83,629K can be removed from the \$169,003K which includes the additional teachers at MVMS (0.4 Music Teacher for \$21,750K) and Maple Ave (1.0 Regular Education Teacher for \$61,879) including associated benefits and taxes. It was noted that the additional Maple Ave Regular Education Teacher is needed to control class size. The remainder includes the increase in the facility maintenance costs and supplies and equipment. The Board discussed removing the Emergency Repair accounts (\$26-27K) from the budget. Should the Board decide to remove those accounts from each school budget, consideration would be given to using the 2.5% Contingency Fund for needed repairs. It is believed that the funds would be received within 4 to 6 weeks of submitting the request. Brian assured the Board that emergency expenditures would be approved and taken care of at the time of need and the appropriation would be replenished. The NHDOE will be contacted and the request will be made to the Trustees of the Trust Fund to release the funds. Additional increases were reviewed. Unforeseen increases in the SAU Assessment of \$20K+ is due to the Health Insurance and Retirement costs.

Lorry Cloutier stated that she considers the MVMS refrigerator purchase stated in the MVMS budget is an emergency. Ginny McKinnon agreed that this appliance is used in the Life Skills Class – a class that teaches students proper food handling and preparation. Brian will inform MVMS to purchase the refrigerator now. ***Lorry Cloutier motioned to back-out the refrigerator cost of \$1510 from the proposed 2017-2018 budget and fund it this year, Ginny McKinnon seconded. Vote: 9-0-0 – All in Favor – Motion Passed.***

Ray reported that there were significant increases in the Building and Grounds function. An Emergency Repairs Line was added in each of the 5 school budgets to cover new expenses that have surfaced such as hiring a roof inspection company to keep up with needed repairs/maintenance. It was noted that the school district has traditionally overspent the maintenance lines. The Randy Loring uncovered several maintenance items that need to be addressed now. These needs would be funded through the Emergency Repair lines. Brian stated that these items can also be funded through the general fund, 2.5% Contingency Fund or a Capital Reserve Fund. Brian recommended creating a Capital Reserve Fund and bringing it forward to the voters as a warrant article requesting to establish and deposit monies into a Capital Reserve Fund. The increases in retirement and health insurance and

the loss of Adequacy Funding also need to be addressed. Dan Cloutier requested a list/description of the Emergency Repair line items to bring forward to the Budget Committee when addressing the increase. Dan would also like to see a title change made to that line.

Steven Dutton asked why the emergency repair lines were created and what is causing the maintenance lines to be overspent every year. Brian stated that the emergency repair line was created to address unanticipated problems that requires immediate attention such as the MVMS air handling unit problem in the gym, leaking water, inspection, and lift rental. Randy created the emergency repair lines as another option to address and fund the needed repairs otherwise, we would need to divert funds in order to address the needs. The Board discussed using the 2.5% Contingency Fund for these unanticipated items. Steven Dutton reminded Board members that there are administrative costs tied to using the 2.5% Contingency Fund and that perhaps the fund should not be considered to address small amounts.

Brian is hoping the Board is in support of the Maple Ave and MVMS teachers (\$82K) and asked if Board members have considered an amount they would like to see between the default and proposed budget. Ginny McKinnon stated that the Board will do their part in reviewing the budget items and addressing any necessary cuts and will give the Budget Committee the opportunity to do the same. Dian McCarthy stated that at this time, she does not have a targeted number. Her intent is to bring a responsible budget forward to the voters. Dan Cloutier stated that children's education and building maintenance is most important adding that the Board will submit what we can support and go from there. Ginny McKinnon inquired if the SPED driven costs were included in the budget. Ray Labore replied that SPED driven costs were all part of the default budget and are IEP driven.

MVMS Proposed Budget Items: Board members requested clarification regarding contracted services versus the hiring of a Speech Pathology Teacher. Brian stated that it is preferable to not use contracted services as the cost associated with contracted services can run the district between \$85 and \$115/hour. Brian noted that the \$31,430 Speech Pathology Teacher salary request is a \$16K savings.

Maintenance Item Discussion: Randy Loring would like to take a different approach in maintaining the school building roofs. He would like to engage with a roof inspection service that would perform on-going inspections. This a pro-active direction that was never done before. The inspections would detect small roof issues (repair of roof seams) before they become bigger and costlier items. Brian stated that the Board may want to consider creating a Capital Reserve Fund for Maintenance which would be available to address these issues.

Warrant Articles Discussion - Board members discussed possible warrant articles: Maintenance Capital Reserve Fund (CRF) and a Playing Fields CRF. The Board discussed creating the funds and making modest deposits. Ginny McKinnon voiced concern about having too many articles on the ballot and fears this would jeopardize the passage of the GESS contract. Dian McCarthy stated that the district used a strategic approach in the past regarding the maintenance of our buildings and ran on default budgets in the past which has brought us to the point of catching up on our needs. Dian also shared that booster clubs have approached the school district for help in paying coach stipends. The Board will re-visit warrant articles to be placed on the 2017 Warrant.

Dan Cloutier favors creating a CRF which would be funded from this year's appropriations with no additional tax impact, drop the budget down and use the line for doors, windows etc. Dan asked if this the budgeted amounts are based on historical information or if the lines have been underfunded for the past three years. Dan also favors re-titling the Emergency Repair line which would provide clarity as to what that line would be used for. Steven Dutton stated that these items are actual expenditures and should not be funded through a capital reserve fund which would result in no growth to the fund. Steven would like to see these items in the default budget as these expenditures are the cost of running the district. The Board requested the following information be brought forward at the next budget work session: Total for all emergency lines; Clarification as to where the item was expended from and the definition of an emergency. The Board will reconvene for further budget discussion on Wednesday, October 26th at 7:00pm.

Other Business That May Legally Come Before the Meeting: None

NON-PUBLIC SESSION RSA 91-A:3II(a) *The dismissal, promotion, or compensation of any public employee or the discipline of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*

Dan Cloutier motioned to enter Non-Public Session at 8:02pm per RSA 91-A:3II(a), seconded by Steven Dutton. The Chair took an individual voice poll. Vote: 9-0-0 – All in Favor – Motion Passed.

Dan Cloutier motioned to leave nonpublic session at 8:24pm, seconded by Jenelle O'Brien. The Chair took an individual voice poll. Vote: 9-0-0 – All in Favor – Motion Passed.

Dan Cloutier motioned to seal the non-public minutes until the matter is resolved, seconded by Steven Dutton. Vote: 9-0-0 – All in Favor – Motion Passed.

Lorry Cloutier motioned to adjourn the non-public session at 8:25pm, seconded by Jenelle O'Brien. Vote: 9-0-0 – All in Favor – Motion Passed.

Respectfully submitted by:

Denise F. Morin
Recording Secretary